

Radiation Safety Committee	Agency Management Briefings
Standard Operating Procedure	

Background	The independent assessment of the USDA Radiation Safety Program conducted in 1994 ("Jupiter Report") identified communication with senior Agency management personnel as an item for improvement. This recommendation was incorporated into the USDA Radiation Safety Office Performance Improvement Plan.
Action	<p>Agency representatives to the USDA Radiation Safety Committee (RSC) will brief senior agency management personnel on an annual basis. Copies of such briefings will be archived at the Radiation Staff Office and should be distributed to Radiation Safety Committee members.</p> <p>If possible, representatives of field organizations as well as headquarters management should be included in these briefings.</p>
Purpose	<p>The purpose of the communication is:</p> <ul style="list-style-type: none"> ! to update agency management on significant issues involving the use of radioactive materials or radiation emitting equipment within the Agency; and ! to discuss changes in Federal or Departmental rules or regulations that impact the USDA Radiation Safety Program.
	<i>Continued on Next Page</i>

Examples	<p>The following are examples of the types of meetings that could be used for Agency Radiation Safety Program briefings:</p> <p>Agricultural Research Service: Administrator's Council</p> <ul style="list-style-type: none"> • Meetings typically involve the Agency Administrator, Headquarters administrative and program personnel, and Area Directors. <p>Animal & Plant Health Inspection Service: Management Team Meetings</p> <ul style="list-style-type: none"> • Meetings typically involve the Agency Administrator, Deputy Administrators for program areas such as Plant Protection & Quarantine, International Services, etc. These meetings are held several times each year. <p>Forest Service: National Leadership Conferences</p> <ul style="list-style-type: none"> • Meetings typically involve the Chief and staff, Regional Foresters, Station Directors, Area Directors, and IITF Director. <p>Natural Resource Conservation Service</p> <ul style="list-style-type: none"> • Routine communications have been established with the Deputy Chief for Management, who serves as the Designated Agency Safety and Health Officer. <p>Agricultural Marketing Service</p> <ul style="list-style-type: none"> • After each USDA Radiation Safety Committee meeting, information regarding the meeting agenda and any actions affecting the Agency will be included in the Science Division's weekly report to the Agency Administrator.
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Approved:

<p>_____</p> <p>Chair, Radiation Safety Committee</p> <p>_____</p> <p>Date</p>	
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